

**Minutes of the Personnel Committee
Tuesday, October 19, 2010**

Chair Paulson called the meeting to order at 1 p.m.

Committee Members Present:

Duane Paulson (chair)
Gilbert Yerke

Kathy Chiaverotti
Peter Gundrum

Steven Wimmer

Absent:

Paul Decker

Jim Heinrich

Also Present:

Chief of Staff Mark Mader
Employee Benefits Administrator Pete Hans
Program and Projects Analyst Windy Jicha

Labor Relations Manager Jim Richter
Senior Human Resources Analyst Renee Gage

Approve Minutes of October 5, 2010

MOTION: Wimmer moved, Yerke second, to approve the minutes of October 5, 2010. Motion carried 5-0.

Schedule Next Meeting Dates

- Tuesday, November 16, 2010 (Yerke will not be able to attend.)

Executive Committee Report of 10-18

Paulson advised the following issues were discussed and considered at the Executive Committee meeting on October 18, 2010: Ordinances 165-O-054 and 165-O-055, proposals for legal publications award and the appointment of Scott Allen to the Community Development Block Grant Board.

Future Agenda Items

- Non-represented employees pay scale
- Updated job specifications

Ordinance 165-O-058: Provide a Voluntary Employee Paid Life Insurance Plan Option for Regular Full Time and Regular Part Time Employees, Full Time Elected Officials and County Board Supervisors

Hans said approval of this ordinance allows regular full and part time employees, elected officials and county board supervisors access to Wisconsin Counties Association (WCA) voluntary life insurance plan. This voluntary insurance plan would be fully paid by county employees who select life insurance protection for themselves, their spouses, children and/or grandchildren. Death payout amounts, premiums and policy values will never increase or decrease. Hawser and Associates will be responsible for all aspects of the product except payroll deductions which will be handled by Waukesha County. Staff from Hawser and Associates, a local Boston Mutual Life Insurance Company agency, will be on-site to host informational meetings for those who qualify for the product providing detailed information about premiums, guaranteed issuance amounts, guaranteed cash values, open enrollment, etc.

Gundrum asked what happens if an employee discontinues employment with Waukesha County? Hans said the county will provide termination reports to Hawser and Associates and the insurance agency would contact employees about policy continuance. Gundrum asked are the rates good? Hans said less expensive premiums are available but the levels of flexibility and coverage of this product are not as readily available elsewhere.

MOTION: Wimmer moved, Yerke second, to approve Ordinance 165-O-058. Motion carried 5-0.

Ordinance 165-O-057: Approve 2011 Position Changes through Creation, Abolishment, Reclassification, and Equity Adjustments

Richter said the reduction of 15.8 positions has a net budget reduction of \$117,700 in the 2011 budget. Four unfunded, abolished positions will not fiscally impact the 2011 budget because the positions were not funded in prior years' budgets. Overall the ordinance provides net savings of \$108,820. Paulson said four unfunded positions are included in the total number of reduced positions. Mader said the four unfunded positions are not included in the total net savings to avoid double-counting savings. Richter said it is standard practice for departments to unfund positions one year and abolish them in future years.

Yerke asked are unfunded positions currently filled? Richter said vacancy and turnover costs are built into larger department budgets. Many times departments delay filling positions to offset unanticipated costs such as overtime.

Gundrum asked does the county executive set budget targets for personnel costs? Richter said the county executive sets budget targets for all departments in the beginning of June. The department of administration (DOA) builds departmental personnel costs including benefits, pensions and salary assumptions. Some departments unfund positions in order to meet budget targets. Mader said DOA builds personnel costs for represented employees with salaries set by union contracts. The Personnel Committee participates in setting guidelines for the process.

Gundrum asked could Personnel Committee members be involved in determining personnel costs? Richter said the county executive develops a budget and presents it to the county board. Supervisors would need to talk to the county executive to become more involved.

MOTION: Chiaverotti moved, Gundrum second to approve Ordinance 165-O-057. Motion carried 5-0.

MOTION: Gundrum moved, Wimmer second, to adjourn the meeting at 1:29 p.m. Motion carried 5-0.

Respectfully submitted,

Gilbert W. Yerke
Secretary